



H-E-B COMMUNITY RECYCLING PROJECT MEMORANDUM OF UNDERSTANDING

ABOUT

Keep Texas Beautiful (KTB), through its Keep Texas Recycling program, is proud to offer City of Texas City funding as part of the H-E-B Community Recycling Grant Program. Created in 2021, this program seeks projects that will help communities build sustainable recycling opportunities and/or increase public education and awareness around waste reduction and recycling. Funding for this grant opportunity is provided by H-E-B.

Projects must fall within one or more of the following categories:

- Implementation Projects
- Improvement Projects
- Education and Outreach

FUNDING

Grant Amount - \$30,000

Keep Texas Beautiful will provide funding for this project, through a grant from H-E-B. An accounting of all purchases must be submitted in the final report. City of Texas City shall retain title to, or the exclusive right to use, all materials, equipment or tools purchased using the grant funds, however if City of Texas City discontinues use of equipment for the designated purpose to process, transport or assist in the processes of recycling, then Keep Texas Beautiful has the right to take ownership and repurpose the equipment for use in a similar program.

PROJECT CRITERIA

Projects must be completed and funding spent by October 1, 2023. If total project costs exceed the grant amount, the project must be completed using other sources of funding. Please note, the project must be completed in the designated time frame or the funding must be returned to KTB. Applicants must agree to submit a final report on their project by **November 1, 2023** (see Timeline section for more details).

Project concepts could include, but are not limited to:

- Implementation of a recycling program that accepts at least one post-consumer commodity.
- Projects that improve recycling program efficiency and/or cost effectiveness.
- Education and outreach projects with a focus on reducing contamination and improving material quality.
- Education and outreach projects with a focus on specific recyclable commodities that have not otherwise been accepted for recycling and/or are hard-to-recycle.
- Public-private collaborations to improve waste diversion in the community.



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Funds may **NOT** be used for the following purposes:

- Repayment of existing debt or obligations
- Payment of organizational overhead
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- Employee salaries & expenses
- Land acquisition
- Pass-through grants
- Field Trips

TIMELINE & PROJECT DURATION

- **February 1-February 15, 2023:** Kick-off meetings scheduled
- **March 10, 2023:** Grant funds distributed
- **June 15, 2023:** Progress Report due
- **October 1, 2023:** Projects must be complete and grant funds spent
- **November 1, 2023:** Final Report form must be received by KTB by 5 p.m. CDT

This MOU is at-will and may be modified by mutual consent of authorized officials from KTB and the City of Texas City. This MOU shall become effective upon signature by the authorized officials from KTB & City of Texas City and will remain in effect until modified or terminated by either partner by mutual consent. In the absence of mutual agreement by the authorized officials from KTB & City of Texas City, this MOU shall end December 31, 2023.

RESOLVING DISPUTES

In the event of a dispute, difference of interpretation, or appeal of a decision regarding the terms and/or conditions of this agreement, settlement shall be addressed by the KTB Board President and City of Texas City. If settlement cannot be reached, the issue shall then be presented to the KTB Board of Directors and City of Texas City's Commission for joint resolution.

AMENDMENT

This Memorandum of Understanding may be amended on the initiative of either party by submitting a proposed amendment in writing to the other party and agreement of that party to the amendment.



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INDEMNIFICATION

City of Texas City agrees to indemnify and hold harmless KTB & H-E-B from any and all claims, judgements, causes of actions and costs thereof that arise from property damage or bodily injury, including death, occasioned by or in connection with negligent actions, omissions, or willful misconduct of City of Texas City or City of Texas City's subcontractors, agents or volunteers during performance of activities related to the community recycling project.

Promotional requirements for grant recipients:

- Post 2 photos of the H-E-B Community Recycling Grant project to Facebook, Instagram, LinkedIn, and/or Twitter, tagging the following and including the hashtag #keeptexasrecycling
 - Keep Texas Beautiful - @keeptxbeautiful
 - H-E-B/Central Market - @HEB
- Contribute a brief summary to be used as a case study on the KTB website or in presentations.
- Acknowledge H-E-B and Keep Texas Beautiful's support of the project on any education & outreach items.
- Participate in a regional press event, if required.
- Post recognition signage at the site or on the equipment, if required.
- Provide information about their project to local news outlets, including a quote for a press release, if required.

PROJECT CONTACT INFORMATION

Project Lead Contact

Name: Titilayo Smith
Title: Grants Administrator
Phone: 409-643-5731
Email: tsmith@texascitytx.gov

Project Financial Contact

Name: Laura Boyd
Title: Finance Director
Phone: 409-643-5907
Email: lboyd@texascitytx.gov



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PROJECT DETAILS

Please complete the below questions. Additional information, including budget worksheets, may be attached.

1. Please provide a brief description of the project this funding will support.

This project will increase processing capacity, reduce litter, and make transportation of recycling commodities more efficient with the addition of a vertical baler and yard ramp. Additionally, education and outreach efforts will increase public awareness and participation.

2. Define the goals of your project.

The goals of this project are to increase public awareness of, and participation in, the City's recycling efforts and provide the Biosphere Recycling Center with equipment that will increase processing capacity, reduce litter and make transportation of recycling commodities more efficient.

The baler and yard ramp will allow the Texas City Biosphere Recycling Center to increase baled plastic and provide direct mill runs to HEB through our relationship with Keep Texas Recycling (currently unavailable due to lack of loading ramp).



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3. Please list the milestone steps needed to accomplish the goals and the expected timeline for the project.

First - Purchase baler (Est. completion May 2023), yard ramp (Est. completion July 2023).

Second - Promote and educate the community through social media and working with our partners. (Texas City will promote the new equipment as it goes into operation no later than July of 2023).

4. Please list any partnerships with schools, nonprofits, H-E-B stores or other entities in the community to accomplish the goals of your project. Please note any opportunities in which education to youth could be executed.

The City of Texas City will partner with the Texas City Independent School District to educate the community, specifically the youth.

5. Does the project include purchases over \$5k? Please provide a list of equipment/supplies over \$5k below. Prior to any purchase over \$5k, please submit quotes and/or contact KTR to discuss quotes, pricing etc.

Vertical Baler - Quote- \$12,500 including installation.

Portable Yard Ramp- Quote- New- \$18,400 (includes estimated shipping)
(The City of Texas City will provide a \$6,400 match)

Outreach & Education - remaining funds

6. Please note how you will promote and publicize this program in your community. Include how you will be able to highlight the financial support from H-E-B. This includes social media, traditional media, signage, acknowledgement on education & outreach assets etc.

Texas City will follow the Promotional requirements in this MOU. The City of Texas City will budget \$5,500 for education and awareness activities, including promotional materials.



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7. How will you evaluate the program’s success? Please include relevant metrics.

The program will be evaluated on the acquisition and implementation of the equipment.

Currently we (City truck) haul 10 to 12 bales of plastic to Houston every other month or so. With the addition of the yard ramp we will be able to load 18-wheeler trucks with “dry van” or closed trailers that hold 36-42 bales (reducing the number of trips required) and they deliver plastic directly to the mills that use the plastic. This eliminates the City hauling bales to Houston, and reduces litter because the bales are inside the trailers.

8. Will your project or program help fill a need in an under-served or low-income community/neighborhood?

Yes, the Texas City Biosphere serves a diverse community including under-served and low-income neighborhoods.

9. Do you have a KTB affiliate in the community? If so, please list. If not, would you be interested in starting one?

Yes, Keep Texas City Beautiful.

SIGNATURES

By signing this Memorandum of Understanding, you expressly acknowledge and agree that you have carefully read and agree to the terms and conditions.

Partner

Partner Signature: Dedrick D. Johnson

Printed Name: Dedrick D. Johnson

Date: 3/3/23



H-E-B COMMUNITY RECYCLING PROJECT MEMORANDUM OF UNDERSTANDING

Keep Texas Beautiful

Executive Director's Signature: _____
Suzanne Kho

Printed Name: Suzanne Kho

Date: 3/3/2023

Please note: By accepting funds for their project, grant recipients consent to completing the final report on time. Failure to do so will result in loss of KTB affiliate benefits and future grant participation.

